

# Adding an Attachment to a PA


## Description:

Providers may add attachments to a prior authorization (PA) request that currently **exists** in the PA system; is in pending status (not reviewed or referred for review); or has at least one pending procedure code. This attachment function is available via the *gmcfc* website. In order to attach a document to a PA, the document must be saved to one of the Provider's system drives. Attachments should be in the following standard formats (JPG, TIF, TIFF, DOC, TXT, and PDF). The file size **MUST** be less than 4MB in size. Providers may attach multiple documents to one PA. **However, the documentation that is attached should only relate to the Member associated with the PA, and not relate to any other Members.** Once a document is attached to a PA, *gmcfc* staff will be able to view the information as part of the review process.

## Instructions:

1. Open the *gmcfc* website at [www.gmcfc.org](http://www.gmcfc.org)
2. On the right side of the home page is a list of 'quick links'. Click the link – **Adding an Attachment to a PA**. This will open the first attachment page.

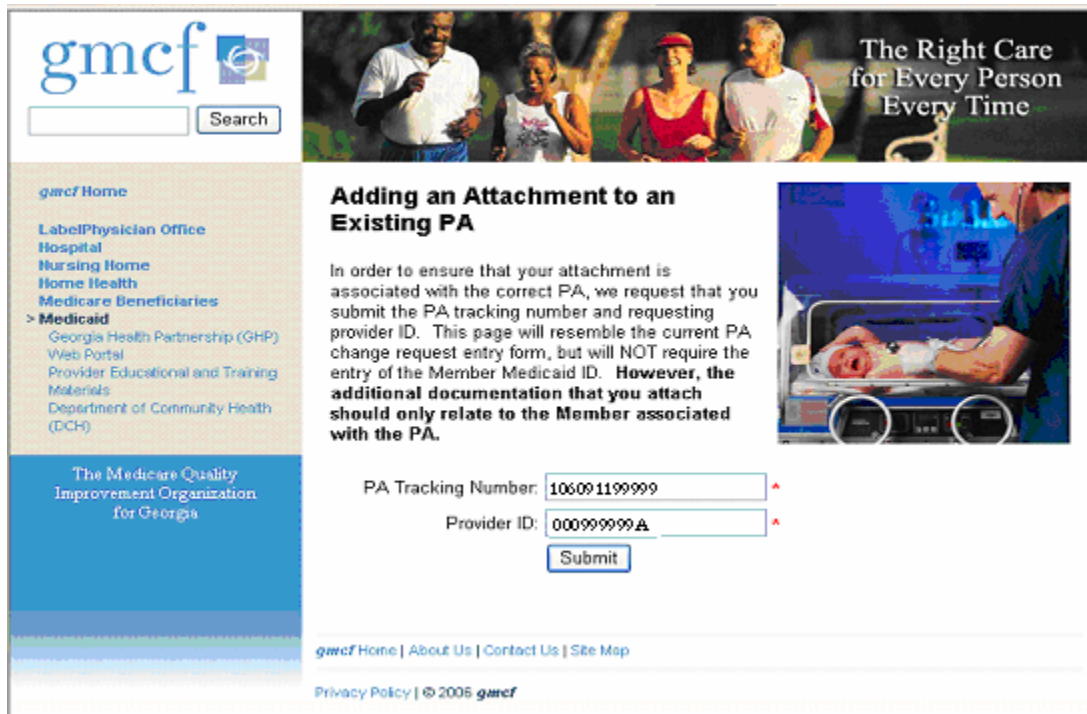
First Attachment Page



The screenshot shows the GMCFC website interface. At the top, there is a search bar and a banner image with the text 'The Right Care for Every Person Every Time'. Below the search bar, there is a sidebar with navigation links: 'gmcfc Home', 'Label/Physician Office', 'Hospital', 'Nursing Home', 'Home Health', 'Medicare Beneficiaries', and 'Medicaid'. The 'Medicaid' link is expanded, showing sub-links: 'Georgia Health Partnership (GHP)', 'Web Portal', 'Provider Educational and Training Materials', and 'Department of Community Health (DCH)'. The main content area is titled 'Adding an Attachment to an Existing PA'. It contains a paragraph explaining the process and a form with two input fields: 'PA Tracking Number:' and 'Provider ID:'. Below these fields is a 'Submit' button. To the right of the text, there is a small image of a newborn baby in a hospital bed.

3. In order to ensure that the document is attached to the correct PA, the PA tracking number and the Provider ID box must be entered. Enter the PA Tracking number in the first box and the Provider ID for the Provider who **requested the PA** in the second box.

Example



The screenshot shows the GMCf website interface. At the top left is the GMCf logo and a search bar. Below the logo is a navigation menu with links: 'gmcF Home', 'Label/Physician Office', 'Hospital', 'Nursing Home', 'Home Health', 'Medicare Beneficiaries', and '> Medicaid'. Under 'Medicaid' are links for 'Georgia Health Partnership (GHP)', 'Web Portal', 'Provider Educational and Training Materials', and 'Department of Community Health (DCH)'. Below the menu is a blue box with the text 'The Medicare Quality Improvement Organization for Georgia'. At the top right is a banner image of four people with the text 'The Right Care for Every Person Every Time'. The main content area is titled 'Adding an Attachment to an Existing PA'. It contains a paragraph explaining the process: 'In order to ensure that your attachment is associated with the correct PA, we request that you submit the PA tracking number and requesting provider ID. This page will resemble the current PA change request entry form, but will NOT require the entry of the Member Medicaid ID. However, the additional documentation that you attach should only relate to the Member associated with the PA.' Below this text are two input fields: 'PA Tracking Number: 106091199999' and 'Provider ID: 00099999A'. Both fields have a red asterisk to their right. A 'Submit' button is located below the Provider ID field. At the bottom of the page is a footer with links: 'gmcF Home | About Us | Contact Us | Site Map' and 'Privacy Policy | © 2005 gmcF'.

gmcF Home | About Us | Contact Us | Site Map

Privacy Policy | © 2005 gmcF

4. Click **Submit** to open the next attachment page.

Next Attachment Page

The screenshot shows the gmcF website interface. At the top left is the gmcF logo with a search bar. A navigation menu on the left lists links like 'Physician Office', 'Hospital', 'Nursing Home', 'Home Health', 'Medicare Beneficiaries', and 'Medicaid'. The main content area is titled 'Adding an Attachment to PA 106091199999'. It includes instructions on file naming and formats, a list of currently attached files, and a file selection interface with 'Browse...' and 'Attach File' buttons. A banner at the top right reads 'The Right Care for Every Person Every Time' with an image of people. A footer at the bottom contains site navigation and a privacy policy link.

**gmcF Home**

Physician Office  
Hospital  
Nursing Home  
Home Health  
Medicare Beneficiaries  
> **Medicaid**  
Georgia Health Partnership (GHP)  
Web Portal  
Provider Educational and Training  
Materials  
Department of Community Health  
(DCH)

The Medicare Quality  
Improvement Organization  
for Georgia

**Adding an Attachment to PA  
106091199999**

Please attach one or more file to the PA. In order to avoid issues reading your files, the following symbols should NOT be included in your file name: /, \, #, <, >, ', ".

Attachments can only be in the following standard format (JPG, TIF, TIFF, DOC, TXT, PDF). The file size MUST be less than **4 MB** in size. We will permit multiple attachment entries to a single PA.

**Files currently attached to this PA:**  
106091199999- Bailey, Bill 106091199999LMN.tif

To attach a document to this PA, please select the document by browsing, and then click "Attach File".

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This page displays the files that are already attached to the PA. From this page, Providers can search for the file that they want to attach to the PA.

5. Click on **Browse**. Search for and select the file that is to be attached. Once you select the file, it will display in the box next to browse. **Note: The following symbols should not be included as part of the document name: \, /, #, <, >, ', ".**

When naming documents that you intend to attach, it is helpful to include identifying information such as the PA tracking number; Member name and a word(s) that indicates what is included in the attachment - such as LMN, progress notes, etc.

Example



[gmcfc Home](#)

[Physician Office](#)  
[Hospital](#)  
[Nursing Home](#)  
[Home Health](#)  
[Medicare Beneficiaries](#)  
> [Medicaid](#)

[Georgia Health Partnership \(GHP\)](#)  
[Web Portal](#)  
[Provider Educational and Training Materials](#)  
[Department of Community Health \(DCH\)](#)

The Medicare Quality Improvement Organization for Georgia



The Right Care for Every Person Every Time

### Adding an Attachment to PA 106091199999

Please attach one or more file to the PA. In order to avoid issues reading your files, the following symbols should NOT be included in your file name: /, \, #, <, >, \*, ".

Attachments can only be in the following standard format (JPG, TIF, TIFF, DOC, TXT, PDF). The file size MUST be less than 4 MB in size. We will permit multiple attachment entries to a single PA.



**Files currently attached to this PA:**  
106091199999- Bailey, Bill 106091199999LMN.tif

To attach a document to this PA, please select the document by browsing, and then click "Attach File".



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6. To attach the selected document, click on **Attach File**. **Note: The name of the file to be attached cannot have the same name of a file that is already attached.** If the file names match, the following error message will display. Select a different file or re-name the file.

**Example**



The screenshot displays the gmcF website interface. On the left is a navigation menu with links such as 'gmcF Home', 'Physician Office', 'Hospital', 'Nursing Home', 'Home Health', 'Medicare Beneficiaries', and 'Medicaid'. The main content area is titled 'Adding an Attachment to PA 106091199999'. It includes instructions on file naming conventions and supported formats (JPG, TIF, TIFF, DOC, TXT, PDF). Below this, it lists 'Files currently attached to this PA: 106091199999- Bailey, Bill 106091199999LMN.tif'. A section for attaching a new document features a text input field, a 'Browse...' button, and an 'Attach File' button. A red error message, 'This file already exists for this PA. Please upload a unique file.', is displayed below the input field, with a black arrow pointing to it from the right. The website footer contains links for 'gmcF Home | About Us | Contact Us | Site Map' and a copyright notice for 2006.

**gmcF**

Search

gmcF Home

Physician Office  
Hospital  
Nursing Home  
Home Health  
Medicare Beneficiaries  
> Medicaid  
Georgia Health Partnership (GHP)  
Web Portal  
Provider Educational and Training Materials  
Department of Community Health (DCH)

The Medicare Quality Improvement Organization for Georgia

**Adding an Attachment to PA 106091199999**

Please attach one or more file to the PA. In order to avoid issues reading your files, the following symbols should NOT be included in your file name: /, \, #, <, >, ", '.

Attachments can only be in the following standard format (JPG, TIF, TIFF, DOC, TXT, PDF). The file size MUST be less than 4 MB in size. We will permit multiple attachment entries to a single PA.

**Files currently attached to this PA:**

106091199999- Bailey, Bill 106091199999LMN.tif

To attach a document to this PA, please select the document by browsing, and then click "Attach File".

Browse... Attach File

**This file already exists for this PA. Please upload a unique file.**

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Privacy Policy | © 2006 gmcF

If the attachment is successful, however, a message indicating that the PA file is uploaded will display at the bottom of the page; and the new attachment will display under 'Files currently attached' to this PA.

Example

**gmcF**

Search

**gmcF Home**

- Physician Office
- Hospital
- Nursing Home
- Home Health
- Medicare Beneficiaries
- > **Medicaid**
  - Georgia Health Partnership (GHP)
  - Web Portal
  - Provider Educational and Training Materials
  - Department of Community Health (DCH)

The Medicare Quality Improvement Organization for Georgia

**Adding an Attachment to PA 106091199999**

Please attach one or more file to the PA. In order to avoid issues reading your files, the following symbols should NOT be included in your file name: /, \, #, <, >, \*, ". Attachments can only be in the following standard format (JPG, TIF, TIFF, DOC, TXT, PDF). The file size MUST be less than 4 MB in size. We will permit multiple attachment entries to a single PA.

**Files currently attached to this PA:**

- 106091199999- Bailey, Bill 106091199999LMN.tif
- 106091199999- Bailey, Bill 106091199999ProgressNotes.tif

To attach a document to this PA, please select the document by browsing, and then click "Attach File".

**PA File Uploaded**

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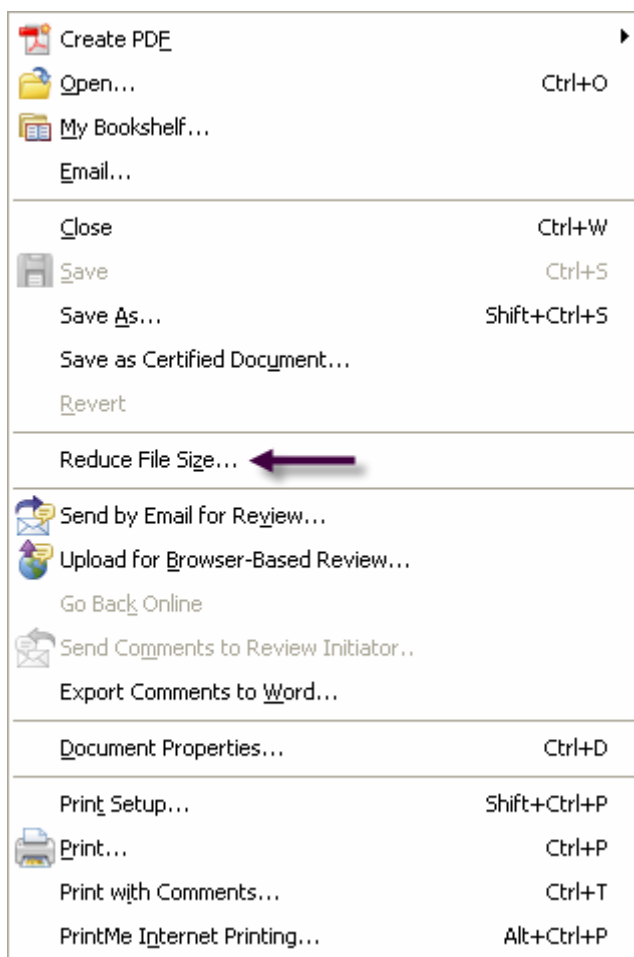
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7. To attach another file for this PA, select **Browse** and follow the same process as previously described. Each file must be attached separately but multiple files may be attached to the same PA.

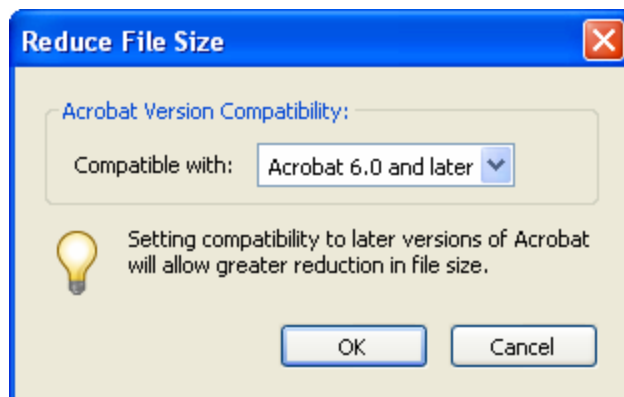


## Guidelines for Attaching Files:

- Documentation that is attached should only relate to the Member associated with the PA, and not relate to any other Members.
- When naming documents that you intend to attach, it is helpful to include identifying information such as the PA tracking number; Member name and a word(s) that indicates what is included in the attachment - such as LMN, progress notes, etc.
- The following symbols should not be included as part of the document name: \, /, #, <, >, ' , " .
- The name of the file to be attached cannot have the same name of a file that is already attached to the same PA.
- Attachments should be in the following standard formats (JPG, TIF, TIFF, DOC, TXT, and PDF). The file size MUST be less than 4MB in size.
- If you have a very large PDF file and you are unable to attach the document, try reducing the file size. Open the PDF document; select 'File' and then 'Reduce File Size'.



Next, on the popup window, select the adobe version compatibility from the drop list.



Then click, **OK**. If this reduction does not work and the file is still too large to be attached, send an inquiry to [CISInquiries@gmcf.org](mailto:CISInquiries@gmcf.org).